

**WASHINGTON DEPARTMENT OF FISH AND WILDLIFE  
ROUND 1- Cooperative Project Funding  
APPLICATION INSTRUCTIONS**

**OVERVIEW:** The Volunteer Cooperative Projects Program is a competitive grant process intended to provide monetary support for qualifying volunteer organizations and individuals who want to undertake activities which are beneficial to fish and wildlife approved by the Department of Fish and Wildlife.

This program is authorized by RCW 77.100 (formerly RCW 75.52). Persons or organizations who obtain these grants will have from July 1, 2003 until June 30, 2005 to complete their projects.

No funds may be used for direct wages and benefits -- participants must register as volunteers and will be expected to submit volunteer registration forms and timesheets. In the case of volunteers who work with minors (persons under the age of 18 years) a Criminal Background Investigation Authorization will also be required.

The product of a qualifying project is expected to be available to the public. Private projects are not eligible for funding.

**APPLICATION PROCESS:** All applications must be on the form provided for this purpose. Application forms may be obtained from the Department of Fish and Wildlife website (<http://www.dfw.wa.gov>) or by contacting the Cooperative Projects Coordinator at (360) 902-2806.

Applications which do not provide the information requested, in the format required, will not be accepted.

A complete application will include **NO MORE** than four (4) single-sided pages:

- The Application Form
- A one-page Project Description
- A detailed, one-page Budget
- A one-page Map showing the project location

All materials must be suitable for photocopying.

Your application will not be distributed to anyone outside of the official review group.

No applications will be accepted which are postmarked after April 10, 2003.

## **COOPERATIVE PROJECT TYPES**

Generally speaking, there are five major types of projects which are undertaken by volunteers. However, we are also open to considering "Other" types of projects, if an applicant can make a persuasive argument in his/her application that such an activity will benefit Washington's fish and wildlife, provide additional public opportunity or satisfy a public need.

**HABITAT PROJECTS** include activities to restore and/or preserve the life sustaining conditions for fish, game and non-game wildlife species. Such projects may occur on private property if there is a reasonable expectation of a public benefit resulting from the effort.

**RESEARCH PROJECTS** include activities with the goal of increasing our knowledge of fish and wildlife species, their numbers, distribution, habits and movement. The results of Cooperative Projects-funded Research Projects are to be made available to the public.

**EDUCATION PROJECTS** are those volunteer activities which have the goal of communicating information and experience which will enhance public understanding of natural processes affecting fish and wildlife.

**FACILITY DEVELOPMENT PROJECTS** are those which enhance access to fish and wildlife recreation and the development of additional capacity for rearing salmon, trout and warmwater species which will then become available for recreational and commercial exploitation by the public, including tribes.

**ARTIFICIAL PRODUCTION PROJECTS** have the goal of rearing and releasing fish or wildlife for the use and enjoyment of the public.

## **DEVELOPING A PROJECT BUDGET**

In our most recent round of Cooperative Project Applications, applicants were awarded amounts which ranged from \$300 at the low end up to \$85,000. We are limited in the amount of funding we can award by our overall legislative appropriation. Applicants are encouraged to seek additional support from local sources and clearly identify what the grant funds sought will be used for.

The total amount of funds available for this grant program will be determined by whatever the Legislature appropriates for this program. That will not be determined until the Legislature completes the overall state budget.

Applications which seek a large amount of funding for Contracted Services will not be rated as highly as those which devote most of their budgets to the direct work of volunteers.

No funds may be used for salaries, wages and benefits.

No funds may be used to acquire real property.

Any equipment obtained via a grant will be inventoried and returned to the department at the conclusion of the project.

When calculating Travel budgets, please use the current state mileage reimbursement amount, \$0.345/mile for private vehicle use.

Purchases made under terms of these grants are subject to Washington State Sales Tax. In the event no sales tax is levied against a purchase, WDFW is required to apply a Use Tax which is equivalent to the Sales Tax and pay it to the State Treasurer.

If you wish to express the estimated value of the labor to be contributed by your volunteers we request that you calculate it at \$12/hour. In the event your volunteers include individuals with specialized professional skills you may quote the estimated value of their time separately.

If you are obtaining funds from other sources, provide information which shows the amount, source and intended use of such funds.

No funds will be allowed for Administrative Overhead. Essential office supplies, postage, copies, etc. may be included under Goods and Services.

Display your budget using these five categories:

**GOODS AND SERVICES** are the essential supplies you expect to purchase to perform a project. Examples include lumber, hardware, plant material, building permits and similar purchases.

**TRAVEL AND PER DIEM** includes private vehicle mileage reimbursement (\$0.345/mile) and the costs of meals, lodging, ferry charges, etc. Volunteers' travel will be calculated on the same scale as that used for regular state employees.

**PURCHASED SERVICES** are those essential services which must be obtained from a vendor engaged by the project. Examples we commonly see are the rental of heavy equipment with an operator needed to perform excavation and grading.

**EQUIPMENT** is anything in the way of durable supplies essential to the performance of a project. Examples include power tools, outboard motors, radio telemetry receivers, GPS gear, etc. Equipment purchased under terms of a Cooperative Project will be inventoried and must be surrendered upon the completion of the project.

**CONTRACTED SERVICES** are generally professional services such as consulting engineers, architects and landscape design specialists. Although allowed in some cases, projects which submit budgets where Contracted Services comprise the majority of the grant request are not encouraged.

Your project budget must be no more than one page, single sided.

## **RATING AND EVALUATING APPLICATIONS**

Following initial screening for completeness and conformity with the application procedure, grant applications will be reviewed by WDFW staff directly concerned with the subject of the request (i.e., Fish projects will be scrutinized by someone in the Fish Management or Hatchery Program).

This review will determine whether a contemplated activity is legal, appropriate, a priority of the agency and examine its' possible effect on the state. This review will occur at agency headquarters and in the Region(s) where activity is to happen.

The final list of approved projects accepted for funding will be determined by the WDFW's Directors Office and will be announced in about mid-June, 2003.

Applicants are strongly encouraged to discuss any contemplated activity with agency staff prior to submitting a grant request. It is highly recommended that applicants contact agency staff in the Regional Office with administrative responsibility for the area of the state in which a project will occur.

The primary standard used in evaluating applications is the estimated public benefit which may be expected to result from undertaking a project.

Cooperative Project grants are not intended to replace a regular, budgeted activity of the department.

Successful applicants will be required to sign a contract which describes the range of activities the grant will support. The contract also describes the requirements for the payment of bills.

Grantees may pay qualifying expenses and be reimbursed or they may elect to have the department pay vendors directly from grant budgets upon submission of official forms provided for this purpose.

Washington Department of Fish and Wildlife  
**ROUND 1 - Application for Cooperative Project Funding**

Application must be postmarked NO LATER THAN APRIL 10, 2003

Application valid ONLY for activity which will occur between July 1, 2003 and June 30, 2005. ALL INFORMATION YOU PROVIDE WILL BE HELD IN CONFIDENCE

PROJECT TITLE \_\_\_\_\_

APPLICANT \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

TIN OR SSN (mandatory) \_\_\_\_\_

MAILING ADDRESS:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE:

Days (    ) \_\_\_\_ - \_\_\_\_ Evenings (    ) \_\_\_\_ - \_\_\_\_ Mobile (    ) \_\_\_\_ - \_\_\_\_

FAX (    ) \_\_\_\_ - \_\_\_\_ E-mail \_\_\_\_\_

PROJECT LOCATION:

County \_\_\_\_\_ Address of Project Site \_\_\_\_\_

Applicants must also provide a map indicating the project site on a single-sided 8.5"X11" sheet of paper suitable for photocopying

TOTAL FUNDS YOU ARE REQUESTING WITH THIS APPLICATION \$ \_\_\_\_\_

Applicants must also provide a detailed budget indicating how this figure was determined on a single-sided 8.5"X11" sheet of paper

IF YOU HAVE RECEIVED GRANTS FOR THIS PROJECT FROM WDFW IN THE PAST FIVE (5) YEARS, PLEASE INDICATE THE TOTAL AMOUNT: \$ \_\_\_\_\_

PROJECT TYPE (check one) ☐ HABITAT ☐ RESEARCH ☐ EDUCATION

☐ FACILITY DEVELOPMENT ☐ ARTIFICIAL PRODUCTION/FISH

☐ ARTIFICIAL PRODUCTION/WILDLIFE ☐ OTHER

PROJECT DESCRIPTION Attach NO MORE than one single-sided sheet (8.5"X11") which describes your project.

DEPARTMENT ASSISTANCE Detail any technical assistance, equipment or materials you expect the department to provide to accomplish your project which is beyond the budget you are submitting \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_